



# Gradebook – Gradebook Backups

March 10, 2017

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1. **Gradebook Assignment Analysis**
2. **Gradebook Backups**

## Gradebook Assignment Analysis

The **Gradebook Assignment Analysis** report is used to calculate and display various statistical analyses of the scores of assignments for selected gradebooks. The **Include Scores of 0** option will include or exclude assignments with a score of 0 from the statistical analysis.

**Report Options** ×

**Print Gradebook Assignment Analysis Report Options**

Report Format: PDF ▾

Report Delivery: None ▾

Gradebook(s) To Print

Pd	GBK Name	Term
1	Rubric Test	Year
1	IB US Hist	Spring
2	IB US Hist	Spring
3	2nd Sem Adv Algebra CP	Spring
3	Hon World Hst	Spring
3	IB Span HL 2	Spring
4	Hon World Hst	Spring
6	Hon World Hst	Spring
1	IBHstAm2/HEcCv	Fall
2	IBHstAm2/HEcCv	Fall
3	Adv Algebra CP	Fall
3	Hon World Hst	Fall
3	IB Span HL 2	Fall
4	Hon World Hst	Fall
6	Hon World Hst	Fall

Include Scores of 0

Sort Assignments By: Assignment Number ▾

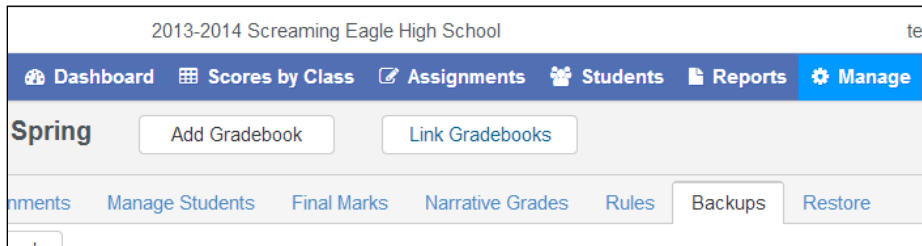
The following is an example of the **Print Gradebook Assignment Analysis** report.

Assignment Analysis for 2 - IB US Hist - Spring (Acosta)													
#	Category	Description	Due	Max Correct	Grading Cmpltd	Max	Min	Avg	Median	Mode	Var	StDev	AvgDev
1	Classwork	111/112 Presentations	2/27/2015	10	Yes	10	10	10	10	10	0	0	0
2	Classwork	110 Questions	2/27/2015	3	Yes	3	3	3	3	3	0	0	0
3	Classwork	Marshall Plan Questions	2/27/2015	5	Yes	5	5	5	5	5	0	0	0
4	Homework	DBQ Practice	2/27/2015	3	Yes	3	2	2.95	3	3	0.04	0.2	0.04
5	DBQ	Stalin DBQ	2/27/2015	20	Yes	20	11	15.19	15	16, 15	4.48	2.11	1.57
6	Homework	Cold War Packet	2/27/2015	10	Yes	10	7	9.15	10	10	1.49	1.22	0.84
7	DBQ	China DBQ	2/27/2015	25	Yes	25	15	17.73	17	17	5.48	2.34	1.57
8	Homework	Sharing our Humanity	2/27/2015	5	Yes	5	2	4.86	5	5	0.4	0.63	0.13
9	Classwork	Indo-Pakistan Reading	2/27/2015	3	Yes	3	3	3	3	3	0	0	0

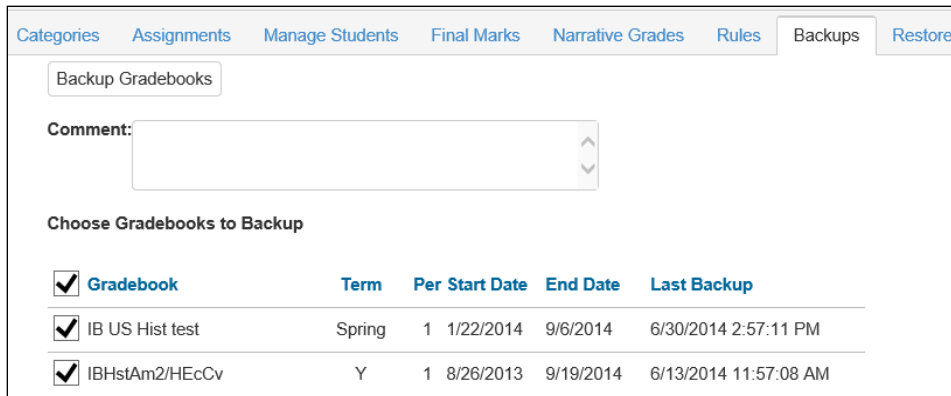
## GRADEBOOK BACKUPS

The **Backups** tab on the **Manage** page will allow teachers to **Backup** their gradebooks.

To create a backup of the gradebooks, click the mouse on the **Backups** tab.

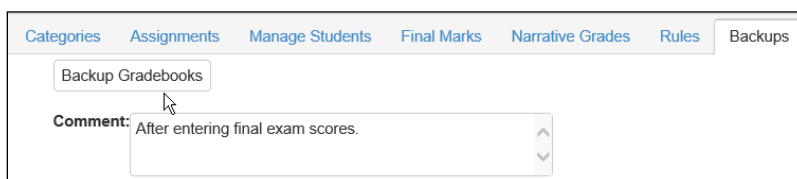


The following page will display and will list all of the teacher's current gradebooks.



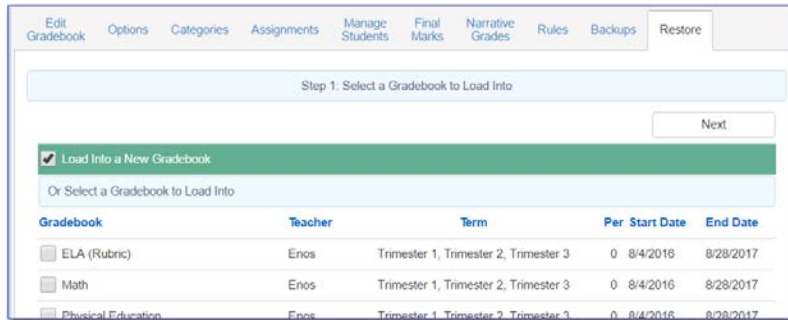
You can choose to backup **ALL** gradebooks by clicking your mouse on the **Gradebook** check box on the top left of the **Backups** page. This will select all of the gradebooks in the backup area.

You can also select a single gradebook to backup by deselecting the **Gradebook** check box and selecting gradebooks individually. After you have selected the gradebooks to backup, a comment can be entered. Click the mouse on the **Backup Gradebooks** button at the top of the page.

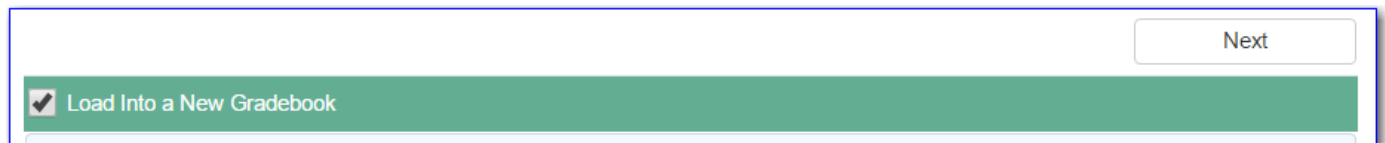


Backups will be created for the selected gradebooks with the date and time when created.

To **Restore a Gradebook** click the mouse on the **Restore** tab. The following page will display and will list all of the teacher’s gradebooks.



To **Restore** a backup into a **New** Gradebook, leave the **Load into a New Gradebook** option checked and then click the mouse on the **Next** button.



To **Restore** an **existing gradebook** back to a previous gradebook backup, check the box next to the existing gradebook in the list. The selected gradebook will now be highlighted in green. Then click the mouse on the **Next** button at the bottom of the page to continue.

Gradebook	Teacher	Term	Per	Start Date	End Date
<input type="checkbox"/> ELA (Rubric)	Enos	Trimester 1, Trimester 2, Trimester 3	0	8/4/2016	8/28/2017
<input checked="" type="checkbox"/> Math	Enos	Trimester 1, Trimester 2, Trimester 3	0	8/4/2016	8/28/2017

On **Step 2: Select a Backup to Restore From** of the **Restore** form you will see the list of previously backed up gradebooks. **Note the Date and Time of the backups are displayed.**

Date/Time	School Year	Term	Per
12/4/2013 8:39:21 AM	2013	Spring	2
12/9/2013 8:50:17 AM	2013	Spring	2

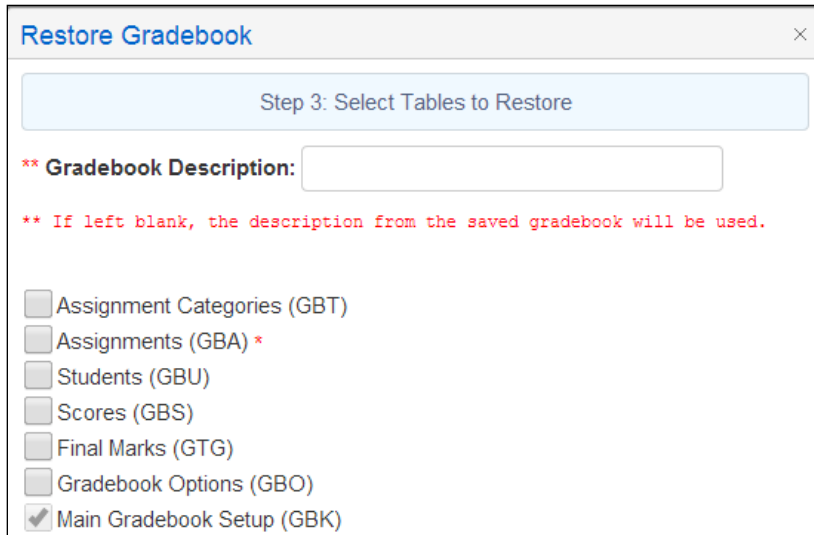
Choose the gradebook you wish to **Restore** into a new or existing gradebook by highlighting the backup in the list. The selected backup will now be highlighted in green. Click the mouse on the **Next** button at the bottom of the page.

Date/Time	School Year	Term	Per
12/4/2013 8:39:21 AM	2013	Spring	2
12/9/2013 8:50:17 AM	2013	Spring	2
7/2/2014 3:13:57 PM	2013	Spring	2

Cancel Next

On **Step 3: Select Tables to Restore** of the **Restore** page you can give your **New** gradebook a name in the **Gradebook Description** box. If you choose to leave the Gradebook description blank on this form, the new gradebook will take on the name of the gradebook you are restoring from.

If you are **restoring a previous version of an existing gradebook** you will not see the Gradebook Description box.



Restore Gradebook

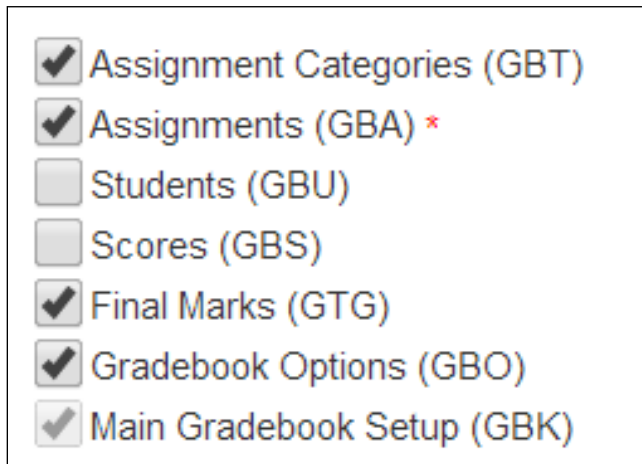
Step 3: Select Tables to Restore

\*\* Gradebook Description:

\*\* If left blank, the description from the saved gradebook will be used.

- Assignment Categories (GBT)
- Assignments (GBA) \*
- Students (GBU)
- Scores (GBS)
- Final Marks (GTG)
- Gradebook Options (GBO)
- Main Gradebook Setup (GBK)

Select the tables to restore into your new or existing gradebook. If restoring a gradebook for a new term and class but the same subject and assignments, select the following options:



- Assignment Categories (GBT)
- Assignments (GBA) \*
- Students (GBU)
- Scores (GBS)
- Final Marks (GTG)
- Gradebook Options (GBO)
- Main Gradebook Setup (GBK)

Once your selections are made, click your mouse on the **Restore** button at the bottom of the page.